

**MINUTES FOR
PROJECT ENGINEERS MEETING
Tuesday, June 25, 2002
2:15 p.m. Conference Room 'C'**

1. CADD & PC Update..... Randy Bissette
Randy has been working on a Unit telephone directory on the web. You don't have to have your picture on this is you don't want to. They are still working on the BSIPS program. Implementation in December is questionable.
2. Safety Issues Ricky Keith
We have had another report of one of our employees speeding in the parking lot. Please be sure to remind your people to adhere to the 15-mph max speed and to be aware of vehicles backing out of parking spaces and pedestrians.
3. FHWA Plan Review Ricky Keith
We are getting some comments back that probably relate more to our office policy than to actual errors or questionable design issues. Please respond in a courteous manner and refer to our policy or the Design Manual. This type of comment should begin to decrease as more plans are reviewed. Let me know how this is going in the future.
4. Preliminary Plan Review Ricky Keith
Some of you have stopped submitting a copy of your preliminary drawings to me along with your review sheets that were completed with your squad leaders. Please continue to give me a copy of the preliminary drawing for your bridge structures and any major or unusual culverts.
5. Dead Files Ricky Keith
When you receive your dead file folders you should be stripping them and either discarding, distributing or retaining contents in accordance with retention guidelines. To this point you have been storing these in vacant cubes within your project groups. There is a concern that some of these might be misplaced or lost and for that reason we would like for you to place these records in labeled boxes and stack them in a file room location to be designated. All future dead files should be handled in this way.
6. Other
 - Tie Rods on prestressed girder diaphragms – be sure to recess and grout all ends of tie rods on skewed structures in highly corrosive environments and not just the two outside ones.
 - If we need to do top down construction for permit issues a note should be shown on the plans. Tom will develop a standard note for this.
 - Keep your calendars up-to-date and please respond to meetings scheduled as to whether or not you will attend. Send a representative if you cannot.

- Job postings – we are now posting more positions. Please interview and try to find people to fill these.
- Buffer Rule Bridges – Are we having problems with project schedules? Keep us informed on any problems getting information to get your work done.
- End Slopes - Hydro Reports should now be showing 1½:1 unless we have something unusual. If you see 2:1 you should question this. If Soils needs 2:1 later we can adjust.